

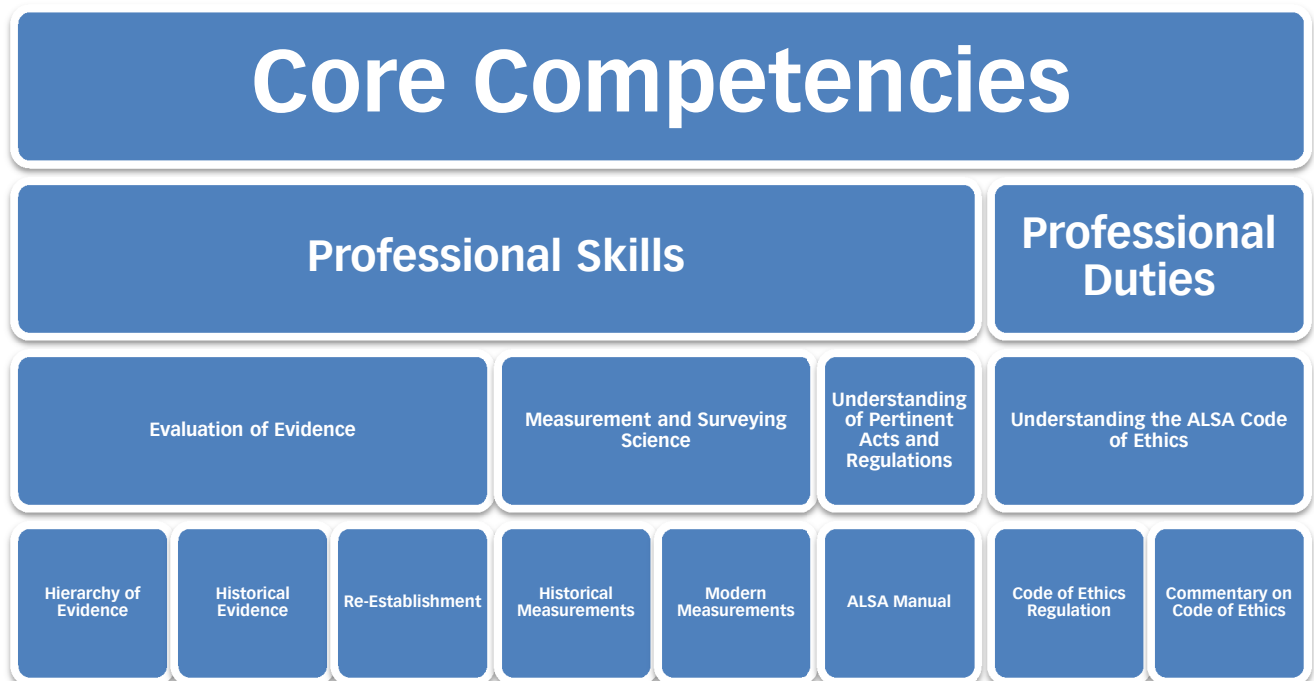
REGISTRATION COMMITTEE

Purpose:

The Alberta Land Surveyors' Association, as a licensing body, must ensure that incoming land surveyors have the skills and knowledge necessary to act as a professional consistent with the demands and expectations of the public.

It is the role of the ALSA to assess and examine articling pupils prior to receiving their commissions. It is the responsibility of the articling pupil and principal to ensure the articling pupil receives the necessary education, training and experience to be a competent Alberta Land Surveyor.

The Alberta Land Surveyors' Association has established a set of high level core competencies that Alberta Land Surveyors should have prior to entry as a professional member. The ALSA should be examining the understanding of professional skills and professional duties. The areas that fall under professional skills and professional duties are shown in the following flowchart:



The Registration Committee shall undertake its terms of reference keeping this purpose uppermost in its mind.

On an ongoing basis, the Committee shall:

1. Perform all statutory duties as outlined in the *Land Surveyors Act* and *Examination & Training Regulation* as follows: (*Statutory*)
 - approve articles
 - approve transfer of articles
 - review/approve affidavits of service
 - conduct annual, initial, transfer and other interviews as required
 - review the training and experience obtained by the pupil during the preceding calendar year
 - hold a hearing and make an order under section 12 of the Examination & Training Regulation
 - monitor termination of articles
 - approve applications for prior field service credit
 - decide any question that arises as to the qualification of any candidate
 - approve applications for extension of articles

- review and approve proposed examination questions. Mark the written professional examinations, including appeals of exams.
 - prepare an article for *ALS News* for each issue
 - attend the qualifying examinations and make recommendations for registration
 - review and mark project reports
2. Approve affiliate membership applications. (*Policy*)
 3. Liaise with the Canadian Board of Examiners for Professional Surveyors as required. (*Strategic Objective: Stakeholder Engagement*)

On an ongoing basis, the Registrar shall:

1. Provide recommendations to the Registration Committee.
2. Assist the Registration Committee in developing guidelines and policies as needed.
3. Receive applications for articles and transfer of articles.
4. Review affidavits of service.
5. Monitor the status of articles for articulated pupils.
6. Set examination questions and marking guidelines for articling pupil examinations and jurisdictional examinations.
7. Monitor the submission and marking of project reports.
8. Oversee the proposed Principal Role and Responsibilities course.
9. Review Registration Committee policies and make recommendations.
10. Review applications for prior field service credit.

For 2018-2019, the Committee shall:

1. Based on the advice and recommendations of the Registrar, implement the recommendations of the Articling Pupil Process Ad Hoc Committee.
 - Update checklists
 - How to mark reports
 - Create principal course
2. Assist ACLS with Foreign credential recognition research
3. Revisit the feasibility of allowing for the simultaneous administration of both articulated pupil examinations (Principles & Practice of Land Surveying, Parts I and II) within its current schedule (*Strategic Objective: Member Engagement; 2018 New Business*)

The Committee Chairman shall:

1. Review and approve all agendas and committee minutes.
2. Ensure that a vice-chairman is appointed (no later than the second meeting of the year).
3. Prepare and be responsible for the Committee's terms of reference – including its budget.
4. Prepare an annual report of the Committee's accomplishments and make recommendations for changes to the Committee's terms of reference (January).

The Committee shall consist of:

Under the *Land Surveyors Act*, Council shall appoint, by motion, at least four committee members recruited from the general membership. Where possible, committee membership shall be equally split between northern Alberta members and southern Alberta members.

Additional public members may be added as is appropriate, In addition, a Council liaison shall be appointed by Council.

Quorum for a meeting is three members of the committee (Section 14 of the *Professional Practice Regulation*).

The Registration Committee shall appoint a chair and vice chair each year. The term of appointment for all committee members shall be a minimum of three years.

Payment:

Committee members' reasonable expenses shall be reimbursed in accordance with Council policy.

The Alberta Land Surveyors' Association shall pay Registration Committee members for the following activities on receipt of an expense claim:

- Marking an examination \$50
- Marking an examination appeal \$50
- Attending a qualifying examination \$25
- Marking a project report \$25

Budget:

\$27,200

2018-2019 Committee Members

David Amantea, Chair

Robyn Graham, Past-Chair

Steve Meehan, Council Liaison

Bruce Beairsto

Adam Berg

Cheri Berns

Travis Brinsky

Norman Chan

Keith Davidson

Paul Densmore

Dagen Deslauriers

Roy Devlin

Darren Eklund

Brandon Ellis

Hugo Engler

Matt Forsyth

Roberta Holtner

Jeremy Howden

Kris Jewett

JiunHan Keong

Michael Lee

Sachin Mahendru

Allan Main

Mohamed Moullem

Jason Paziuk

Alex Perkins

Kurt Popadynetz

Ashley Robertson

Tyler Robinson

Jennifer Rosenkranz

Kia Shayestehfar

Ryan Smith

Bruce Tattrie

Michael Thompson

Bob Wallace

Dwayne Westacott

Jason Workman

Administrative Support

Rosalind Broderick, Registrar

Michelle Woywitka, Administrative Assistant